



Suffolk County Department of Social Services

Important Notice to Real Estate Brokers

When necessary, a Real Estate broker's fee may be paid on behalf of a public assistance recipient. When claiming a broker's fee, a Real Estate Agency must act and negotiate in the best interest of the public assistance recipient to obtain a safe and habitable dwelling at the lowest possible monthly rental cost. Real Estate Agents claiming a fee are expected to assist the PA applicant/recipient in viewing the rental dwelling and in understanding the terms of the tenancy or lease. The agent must present the complete Housing Request and Security form package of which this notice is a part to the landlord and assist the landlord and tenant whenever necessary in its correct completion.

Agents are also expected to work with landlords (prior to the inspection date) to correct any obvious problems which will cause a rental dwelling to fail the department's pre-rental inspection. The broker or his (her) agent must not charge the client any additional fees or deposits.

Rental Address: _____

Landlord's Name: _____

Tenant's Name: _____

I have read the above and am aware of the expectations of the Department of Social Services with respect to my obligations, as the broker, for our client. I have seen the above noted property, and confirmed that it is vacant and appears to comply with the pre-inspection guidelines. I have assisted the above named landlord and tenant with the proper completion of the housing package paperwork.

Real Estate Broker/Agency Name: _____ **Phone#** _____

Real Estate Broker/Licensed Agent Name: _____ **Phone#** _____

Real Estate Broker/Agent Signature: _____ **Date:** _____